

SECTION III – SPECIFIC EMPLOYEE POLICIES

CATEGORY: Salary and Benefit Administration	NUMBER: 3.18
SUBJECT: Use and Driving of WSNCC Vehicles	PAGE: 68
APPROVED: November 2009	REVISED:
ANNUAL REVIEW DATE: Reviewed January 2016	

PURPOSE

To ensure the safety of all WSNCC employees when using WSNCC vehicles for work purposes.

POLICY

Certain employees of the Centre are required to have the use of a Centre owned vehicle for the purpose of performing their job responsibilities. This policy outlines vehicle driving and insurability, as well as appropriate actions and behaviours to be used when operating, parking, storing items in and carrying passengers in a Centre owned vehicle.

PROCEDURES

1. For any employee required to drive in the course of performing their job responsibilities, employment with the Centre is dependent upon the employee's possession, production of and maintenance of a Class G Ontario Driver's License or other class based upon the job description (Class F). As well, employment is dependant upon possession and maintenance of a clean driving record that meets the criteria of the Centres insurance company.
2. The employee must submit a current Drivers Abstract from the Ministry of Transportation to the Program Director. The employee may be prohibited from working until this is presented.
3. Any changes to the legal eligibility to drive or their insurability must be reported to the Program Director. Changes in this status may affect employment with the Centre.
4. Employees must obey all municipal, provincial and federal law while operating the vehicle.
5. An employee charged with a motor vehicle infraction while driving a Centre vehicle is solely responsible for that infraction and any resulting fines or charges. Any infraction must be reported to the Program Director and may affect the employee's employment.
6. Any employee who operates a Centre vehicle must exercise due care and caution when driving and remain courteous at all times.
7. All cell phone calls should be made or picked up by pulling over safely to the side of the road.
8. An employee operating a company vehicle is accountable for maintaining the vehicle in good day to day driving condition and prior to starting the vehicle perform a circle check. Regular maintenance schedules must be followed. Larger vehicle repairs and maintenance must be reported to the Program Director.

9. Every effort should be made to use complimentary or the most economical parking available. Employees may be considered responsible for parking penalties or charges if due care was not taken to avoid them.
10. The vehicle should be parked in a safe location within view of the external security camera and kept locked at all times when not in use. Valuables should not be kept in the vehicles.
11. An Annual Driver's Abstract is required to drive a WSNCC vehicle.